



Reports for Waiver Participants

Procedures for SCAs and ROs

1

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10/01/2011

Waiver Report Overview

- **Aging Report**- CMIS and LAWRRIS list all linkages by SC Agency which have not been completed
- **Expired Plans of Care** – designed to assure timely Annual of Care processing
- **Evacuation Tracking Form** – due to RO June through November

2

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Aging Reports



- Must be reviewed daily by the SC Agency staff to ensure linkages are being processed in a timely manner.
- ❖ Initial waiver cases must be completed (approved or denied by SC Supervisor) within thirty-five (35) days of linkage notification.

3

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Aging Report Procedures: SC Supervisor Duties

- Conduct daily review to focus on timeliness of case processing
- Submit Aging Report Log to RO on the 1st of every month with detailed information on all cases that are over 35 days old.
- Contact RO for needed assistance.



4

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Aging Report Procedures: OAAS RO Duties



- review LAWRRIS Aging Report; compare with the SC's Monthly Aging Report Log
- report any discrepancies to the SC Agency and/or Data Management Contractor
- report invalid reasons for the aging linkages to State Office

5

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10/01/2011

Expired Plan of Care (POC) Reports



- If the SC Agency does not submit the entire Annual POC packet within the required timeframe, the participant's name will appear on the LAWRRIS Expired Plan of Care (POC) Report.
- Report must be reviewed daily by the SC Agency staff to ensure that all Annual POCs are being processed in a timely manner.

6

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10/01/2011

Expired POC Report Procedures SC Supervisor Duties

- review the SC Agency's internal POC Report daily and make sure that the annual waiver cases (including POCs) are processed and submitted to R.O. and/or Data Management Contractor by the required timeframe.
- submit the Annual POC packet (Demographic page; Signature page; Budget Worksheet & Flexible Schedule) to the Data Management Contractor and a copy of the entire Annual POC packet to R.O. within fourteen (14) calendar days of POC Expiration d Date.
- report to R.O. any waiver case that CANNOT be submitted within the required timeframe (Refer to Late POC Procedures).

7

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10/01/2011

Expired POC Report Procedures RO Duties

- Review the LAWRRIS Expired POC Report and follow-up with the SC Agency and/or Data Management Contractor.
- Report invalid reasons for the expired POCs to State Office.

8

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10/01/2011

For Aging Reports & Expired POC Reports with INVALID REASONS:

RO and/or SO may issue notification of sanction to the SC Agency as identified in the SC Performance Agreement.



9

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10/01/2011

Evacuation Tracking Form for Waiver Participants



- Must be completed on all waiver participants.
- Must be updated monthly during Hurricane season or weekly during an emergency event or more frequently if identified by OAAS. During Hurricane season, this form must be sent electronically to R.O. on the 15th of every month (beginning June 15th through the end of November).
- If any changes to the Emergency Plan have been identified during the monthly or quarterly contact with the participant, the SC must update the Evacuation Tracking Form to reflect the change.
- When an evacuation has occurred, the Evacuation Tracking Form must be completed and sent electronically to R.O. weekly (due every Friday) until all evacuated participants have returned home.

10

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10/01/2011



11

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10/01/2011